

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

<b>Position Title:</b> Coordinator Human Resources	<b>Class code:</b> 8-3	<b>Date:</b> April 6, 2005
<b>Position Grade:</b> 8	<b>FLSA Status:</b> Non-Exempt	

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)  
Monitor the County Performance Evaluation System. Organize training opportunities for employees as directed.  
Administer the Drug-Free Workplace Policy.

### KEY RESPONSIBILITIES

1. \*Monitor the County Performance Evaluation system, maintain such records in computer and file. Assure timely preparation of employee performance reports.
2. \*Administer the County Drug Free Workplace Policy and DOT Policy, maintain records, and send employees for testing as needed according to the provisions of the policy.
3. \*Supervise the Employee Educational Reimbursement program approving or disapproving reimbursement requests according to policy.
4. \*Responsible for the Employee Recognition program and preparation of plaques, letters and procurement of bonds.
5. Maintain the County's pay plan in computer and ensure proper distribution of such.
6. \*Edit, produce and distribute the County newsletter on a bi-monthly basis; Edit and distribute 10 minute trainer to supervisors on a monthly basis.
7. Maintain the County's Volunteer records and promote the program as necessary.
8. \*Coordinate the New Employee Orientation Program. Agenda speakers, set up space and equipment. Orient employees on drug free workplace and sexual harassment policies.
9. \*Provide Drug Free Workplace Policy training to all County employees as mandated by the Drug Free Workplace Policy.
10. Provide notices to all departments as training opportunities become available and as directed by Supervisor.
11. Assist Sr. Administrator, Safety in the coordination of CPR/First Aid Training.
12. \*Maintain and file training records and certifications for all County employees.
13. Maintain the training and safety libraries.
14. Qualify applications when necessary.
15. Process address changes.
16. Organizes County's Blood Drives every 3 months; Schedules flu vaccinations once a year as instructed.
17. \*Update and revise design of Personnel databases in Access as necessary.

**\*Indicates an essential job function**

**KEY JOB REQUIREMENTS**

**Education:** Vocational or other technical school, certification, training or apprenticeship required beyond high school.

**Experience:** 2 years to 3 years minimum amount of prior related work experience.

**Impact of Actions:** Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.

**Complexity:** Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

**Decision Making:** Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in acts and/or conditions.

**Communication**

**with Others:** Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

**Managerial**

**Skills:** Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

**Working Conditions/**

**Physical Effort:** Normal office situation. Typically sitting at a desk or table. Intermittently sitting, standing, stooping. Light lifting or carrying 25 lbs. or less. Requires good hearing.

**Other:** Previous experience in Personnel is helpful.

**Position Title:** Coordinator, Human Resources    **Class Code** 8-3

**Position Grade:** 8

**APPROVALS**

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_